

FIRE MARSHAL / FIRE PREVENTION CAPTAIN

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs complex protective service work overseeing and participating in fire code enforcement, public fire education, fire, arson and hazardous materials incident investigations; does related work as required. Work is performed under general supervision. Supervision is exercised over inspection personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising fire and life safety code enforcement; educating citizens about fire safety; reviewing building plans for life safety code compliance; inspecting buildings; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes, directs, coordinates and evaluates the activities of the Prevention Division to ensure consistency of policies and procedures; assigns work to and supervises subordinate inspectors; conducts performance evaluations.
- Assists in budget preparation, personnel management and hiring.
- Conducts research and presents recommendations for the development of policies and procedures.
- Cooperates departmental activities with other units of the fire service and with other County and state agencies to coordinate activities related to a wide range of fire and rescue and disaster service issues.
- Operates as a certified Fire Investigator and makes investigations as to cause and origin of a fire or explosion.
- Conducts scene examination; collects evidence and interviews witnesses, victims and suspects; collaborates with insurance investigators as needed; prepares a formal written report as to cause and origin.
- Assists with the preparation of cases for trial; testifies in court; gives expert testimony as required.
- Conducts inspections as a Fire Official; prepares written inspection report with documented findings and issues a notice of violation or summons as required; conducts follow-up inspections.
- Supervises permitting process; makes inspections for open burning, fireworks and blasting.
- Assists the Building Official in fire systems acceptance testing; assists with plans review process ensuring proper fire hydrant placement and fire flows are included in new developments.
- Responds to code questions and complaints from members of the community/citizens, businesses, etc.
- Serves as part of the command staff; supports and participates in disaster preparedness planning and response.
- Oversees prevention activities of the department including injury, fire prevention and public education.
- Attends and assists in the instruction of departmental training.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the modern principles and techniques of fire prevention and life safety, including inspection, fire hazards and methods of eliminating hazardous conditions; comprehensive knowledge of the fire prevention code, practices and policies; thorough knowledge of the modern principles and practices of fire investigation; thorough knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements; some knowledge of electrical wiring systems and their capacities; ability to maintain records and prepare detailed technical reports; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in fire science or related field and extensive experience in fire inspections and investigations.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently or constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Firefighter II, Fire Officer I, Fire

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Inspector 1031, Fire Investigator 1033, EMT, EVOC III, Strategy and Tactics and ICS certifications. Must meet and maintain all departmental and state training and certification requirements for position.

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